

JOB DESCRIPTION

Job Title: Widening Participation Advisor	
Faculty/Professional Service: Secretary and Registrar's Office	
Location: Keppel Street	
Reports to: Secretary and Registrar	
Full / part time: Full time – fixed for 6 months	Hours (if less than full time):
Grade: Grade 5	
<p>Overall Purpose of the job</p> <p>Equity is core to LSHTM's mission:</p> <p>"Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice."</p> <p>We recognize our responsibilities as set out in the Equality Act 2010 including the Public Sector Equality Duty (PSED). We also acknowledge the structural and systemic inequities, both historic and current, within LSHTM and recognize that a neutral stance does not go far enough. As part of LSHTM's EDI strategy, we are committed to developing and implementing a widening participation strategy which proactively encouraging access to and engagement / retention in our academic and professional development programmes.</p> <p>The post holder is expected to advise us on the development and implementation of strategies to widen access and participation of students from underrepresented groups in collaboration with stakeholders across the School and aligned to other related work such as student experience. They will also be expected to review existing admissions processes to ensure equity throughout.</p> <p>We anticipate that our widening participation strategy will enable us to:</p> <ul style="list-style-type: none"> proactively encourage access to and engagement in our academic and professional development programmes (including research) from all those in the UK and across the globe who have the potential to benefit and contribute to our learning community; review the effectiveness of our marketing and admissions processes in encouraging and delivering a diverse student body to our academic and professional development (including research) programmes; work in partnership with other institutions and bodies to encourage applications to our academic and professional development programmes (including research) from individuals from underrepresented groups, both in terms of capacity building and individual development. 	

Principal Duties and Responsibilities
<ul style="list-style-type: none"> Advising on and co-ordinating the development of LSHTM's widening participation (WP) strategy in collaboration with relevant stakeholders across the School. Supporting the implementation of WP strategy through active consultation, stress-

testing and engaging with staff in a process of positive change.

- Developing and implementing an approach to upskill colleagues on WP access.
- Advise on WP approaches and outreach partnerships with other HEIs and specialist networks, drawing on experience in accessing outreach networks.
- Be conversant on WP work within the sector at post-graduate level and to be able to advise internally.
- Work with the admissions team to review existing processes, focusing pre-dominantly on the selection processes within faculties, ensuring equity throughout.
- Lead workshops with Programme Directors, actively discussing and challenging how successful candidates are being selected.
- To actively promote inclusive and anti-racist practices, systems and behaviours across the School, as part of the School's aim to become an inclusive and fair organisation.
- Maintain excellent relationships with key staff in Faculties and Professional Services to ensure consistent application of WP principles, advising and briefing academic and administrative colleagues as necessary.
- Develop and maintain a network of external professional relationships, representing the School as appropriate, and to participate in appropriate professional associations.
- Act as a central source of professional advice to staff on matters relating to WP in the School.
- Serve on School committees and chair working groups as appropriate to support efficient and effective implementation of WP.
- To undertake any other duties and responsibilities, commensurate with the grade of the post, as directed by the Secretary and Registrar.

Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is appropriate consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Director of Professional Service.

The post holder will be responsible and accountable for ensuring all School policies, procedures, Regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual performance review (appraisal) process.

PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

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Competency	Evidence	E	D
Education, Qualification and Training	Hold an undergraduate degree or equivalent professional qualification or equivalent relevant experience	E	
	Evidence of further professional development		D
Experience	Experience working in WP, ideally with relevant post-graduate WP experience	E	
	Experience of developing and implementing WP strategies	E	
	Experience of undertaking and completing projects using a collaborative approach	E	
Knowledge	Knowledge of the context and challenges for underrepresented groups in accessing post-graduate study (PGT and PGR)	E	
	Understanding of issues in selection and WP agenda and/or the wider role of higher education in social mobility, ideally in the context of public health	E	
	Knowledge of policy and issues related to WP and EDI	E	
Skills and Abilities	Ability to think and act strategically at an institutional level	E	
	Ability to analyse data effectively and communicate ideas clearly and persuasively, explaining complicated matters simply, tailoring delivery methods/media and the ability to present compelling arguments to influence and negotiate a satisfactory outcome	E	
	Ability to problem solve and interpret complex regulatory matters	E	
	Ability to use initiative and creativity to resolve problems, define clear outcomes for improvement and set out how progress and success will be measured	E	
	Ability to plan for and effectively manage change	E	
	Ability to coach or train others and give clear direction on desired outcomes	E	
	Attention to detail with an understanding of the bigger picture and its implications to the School	E	
	Ability to lead and develop internal networks, actively seeking to build productive and enduring relationships	E	
	An awareness of external factors that may impact services and the School and maximize opportunities	E	

	Ability to work with others to deliver project aims and overcome challenges	E	
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E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: April 2021

Asylum and Immigration Statement

The School will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications. Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

Further information about Sponsorship and eligibility to work in the UK, can be found at:
<https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-skilled-worker>.